

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**PLANNING ILLUSTRATOR**

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Planning Illustrator is a stand-alone classification in the Information Technology series. Incumbents are responsible for performing GIS system computer support, data entry and maintenance, and mapping functions. Depending upon assignment at entry, responsibilities include assisting with and learning how to perform the essential duties of the classification under supervision. Journey positions are responsible for independently performing the essential duties of the classification.

The Planning Illustrator is distinguished from other classifications by its responsibility for preparing planning maps, charts, graphs, tables, and similar materials.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

- |     |   |                   |
|-----|---|-------------------|
| 1.  | May serve as a lead worker to other employees, which includes: prioritizing and assigning work; determining completion of work; and, training staff on work methods.                    | Varies<br>0 – 10% |
| 2.  | Prepares graphic representations for processing zoning entitlements and planning documents, including the preparation of displays and photographic representations for special studies. | Daily<br>20%      |
| 3.. | Selects colors and media, prepares layouts of complex multi-color, multi-page publications, posters, and other printed materials.   | Daily<br>20%      |
| 4.  | Prepares land use and other base maps, charts, and graphs for the General Plan, Community Plans, Specific Plans, and other studies.   | Daily<br>10%      |
| 5.  | Prepares property maps that show individual properties on which zoning applications are pending.  | Daily<br>10%      |
| 6.  | Prepares and maintains property owner mailing lists.  | Daily<br>5%       |

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<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE-QUENCY</u></b>
7.	Collects land use information and records data.	Daily 5%
8.	Coordinates graphics reproduction techniques and methods.	Daily 5%
9.	Performs other duties of a similar nature or level.	As Required

**Training and Experience** (positions in this class typically require):

- Associate's Degree and one year of GIS support or user experience are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):

- Basic Class C License

**Knowledge** (position requirements at entry):

Knowledge of:

- Graphic design principles and associated techniques;
- Drafting principles and practices;
- Basic urban design principles;
- Mathematical concepts;
- Statistical analysis, theories and concepts;
- Geographical Information Systems (GIS) software applications;
- Computer-Assisted Drafting (CAD) and design;
- Computers and applicable software and database systems.

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#### **Skills** (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Utilizing a variety of media effectively
- Organizing ideas of design and presentation
- Preparing and interpreting tables, charts, and graphs
- Reading and comprehending maps
- Keyboarding
- Maintaining data
- Formatting and laying out production materials
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, and walking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008